Undergraduate Student Change of Major

Save Print

Notice, a Change of Major must be recorded on this form.

Date:

Student Name:

Student ID#:

Class Level:

Reason for Change:

☐ *I understand that I must complete all of the course requirements for the program into which I am changing.* Student Signature

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This is a Request to Change my Major:

From: Select current major TO: Select new major

The following signatures must be obtained, IN ORDER, to officially change your major.

1) Current Advisor Signature | Date

* If your current advisor is not available, you can consult your current department office. Department office information on page 2. **If you are proposing a transfer into or from Environmental Resources Engineering the Department Chairs Signature is also required… Here:**

Date

2) New Curriculum Coordinator Signature | Date

* To identify who your new Curriculum Coordinator is and what you need to bring to this meeting, if anything, please reference the list on page 2. The Curriculum Coordinator may indicate your new advisor on the following line as needed (please note, a signature is not required from the new advisor)

New Advisor

3) Financial Aid Signature | Date

* 113 Bray Hall

4) Admissions Office Signature | Date

* 218 Gateway Center

Important Directions and Deadlines:

Student Directions:

1) It is the student's responsibility to oversee the gathering of each of the identified signatures.
2) This form is left with the Admissions Office, which will create a new plan sheet and apply any transfer credits to the new program. This process will take between **five and ten business days,** at which time your change of major will be complete!
3) Students may elect to meet with the Career Services Office (110 Bray Hall) at any time to further discuss career options and planning regarding their new major. Students, please consider the below identified deadlines in your planning.
4) Students may elect to meet with the Admissions Office (218 Gateway Center) at any time to discuss transfer credit implications for their new major. Students, please consider the below identified deadlines in your planning.

Deadlines:

To successfully change your major in time to register for classes in your new program, you must have this form completed and to the Admissions Office no later than the date which corresponds to the "Last Day to Drop a Class," identified on the academic calendar *(https://www.esf.edu/registrar/calendar.php)*.

If you miss this deadline, your change of major will be processed as soon as possible, however there are no guarantees that it will be complete in time for you to receive advising and to register under your new major.

Change of Major Policies and Related Information:

Curriculum Coordinators: Your new curriculum coordinator can be identified from the list below. Please note any additional items that you are to bring with you to your meeting.

Program of Study	Department Chair	Curriculum Coordinator
Biochemistry & Chemistry	Dr. Lee Newman 117 Jahn Lab 4937 lanewman@esf.edu	Dr. Ted Dibble (Chemistry major) 421 Jahn Lab 6596, tsdibble@esf.edu Dr. Julia Maresca (Biochemistry major) 222 Jahn Lab 4832, jamaresc@esf.edu
Environmental Forest Biology (EFB)	Dr. Jacqueline Frair 242 Illick Hall jfrair@esf.edu	Dr. Greg McGee 146 Illick Hall ggmcgee@esf.edu
EFB-Aquatics & Fisheries Science		Dr. John Farrell 250 Illick Hall 6990 jmfarrell@esf.edu
EFB-Biotechnology		Dr. Brian Leydet 110 Illick Hall 6942 bfleydet@esf.edu
EFB- Conservation Biology		Dr. Joshua Drew 343 Illick Hall 6579 jadrew@esf.edu
EFB- Environmental Biology		Dr. Martin Dovciak 459 Illick Hall 6459 mdovciak@esf.edu
EFB-Forest Health		Dr. Steve Teale 242 Illick Hall 6758 sateale@esf.edu
EFB- Wildlife Science		Dr. Michael Schummer 204 Illick Hall 4855 mlschumm@esf.edu

Environmental Resources Engineering	Dr. Steve Shaw 418 Baker Lab 6939 sbshaw@esf.edu	Dr. Timothy Morin 417 Baker Lab 4709 thmorin@esf.edu	
Environmental Science		Dr. Chayton Massic 253 Baker Lab cjmassic@esf.edu	
Environmental Health		Dr. Lee Newman 2117 Jahn Lab 4937 lanewman@esf.edu	
Environmental Studies Environmental Education & Interpretation	Dr. Theresa Selfa 106 Marshall Hall 6636 tselfa@esf.edu	Dr. Shari Dann 4930 sldann@esf.edu	Dr. Jean Kayira 6572 205 Marshall Hall jckayira@esf.edu
SRM	Dr. Christopher Nowak 317 Bray Hall 6575 canowak@esf.edu	Dr. Obste Therasme 307 Bray Hall 4934 otherasm@esf.edu	
SRM-Construction Mgt.		Dr. Endong Wang 223 Baker Lab 6536 ewang01@esf.edu	
SRM-Forest Ecosystem Science		Dr. Colin Beier 311 Bray Hall 6578 cbeier@esf.edu	
SRM-Forest Resources Mgt.		Dr. Rene Germain 316 Bray Hall 6698 rhgermai@esf.edu	
SRM-Natural Resources Mgt.		Dr. Danielle Kloster 303A Bray Hall 6594 dpkloste@esf.edu	
SRM-Sustainable Energy Mgt.		Dr. Jenny Frank 413A Bray Hall 3037 jrfran01@esf.edu	

SRM- Sustainability Management	Kathy Lang 235 Gateway 4882 klang01@esf.edu	
Landscape Architecture	Dr. Aidan Ackerman 259 Marshall Hall 6545 acackerm@esf.edu	Deborah Ku 206 Marshall Hall dku100@esf.edu
Chemical Engineering, Paper Engineering & Bioprocess Engineering	Dr. Steve Shaw 418 Baker Lab 6939 sbshaw@esf.edu	Dr. Shijie Liu 302 Walters Hall 6885/6501 sliu@esf.edu
Undeclared Option	Dr. Chayton Massic 253 Baker Lab cjmassic@esf.edu	

Important considerations for students considering changing their major:

A student may change their major at any time, however it is important to note that in order to ensure that the advising and registration process can occur under the new major, the student must adhere to the deadline date which corresponds with the "Last Day to Drop a Class," identified on the academic calendar (https://www.esf.edu/registrar/calendar.php). If this deadline is not met, change of major requests will be processed as quickly as possible, but may not occur in time for the student to seek advising and register under their new major.

New incoming students wishing to change their major should contact the Admissions Office until the date identified as the "Last Day to Add a Class" on the academic calendar (https://www.esf.edu/registrar/calendar.php). After this date, all change of major requests should use this form.

Students, after completing the top section of this form please print this document. You will only need to bring the first page with you for the identified representatives to sign, the other pages are for your reference.